

City of Redmond, Development Engineering Division  
Side Sewer Permit Requirements

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1	When is a Side Sewer Permit Required?													
The City of Redmond requires that a side sewer permit be issued before work begins on all side sewers, including new installations, alternations, repairs, pipe lining, capping, relocating and removals. Emergency repair work is allowed without getting a permit in advance, but a permit must be obtained from Development Engineering Division the next business day.														
2	Purpose of a Side Sewer Permit <a href="#">[RMC Chapter 13.04 Sewage &amp; Drainage]</a>													
The Side Sewer Permit allows the City to regulate additions or modifications to its system to ensure that all work will be in conformance with appropriate standards. Listed below are typical sewer activates that will require a sanitary sewer permit, and each of these will have their own particular requirements and conditions that will be determined at the time of permit issuance.														
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<i>*All Septic and well permits are reviewed at <a href="#">King Co. Health</a> even if within Redmond City limits. Link to the Tank Abandonment form: <a href="#">REPORT of WASTEWATER TANK ABANDONMENT</a>. The wastewater abandonment form must be submitted to the City inspector at time of the inspection.</i>														
<i>**Any work within the Public Right-of-Way (ROW) shall require a separate "<a href="#">Site Construction Permit</a>" for Utilities. See number twelve (12) of this packet for application and submittal requirements. Upon the review of your submittal, a Performance Bond may be required.</i>														
3	Side Sewer Contractor Roster <a href="#">[RMC Chapter 13.05 Side Sewer Contractor Roster]</a>													
You need to be or have an Approved Side Sewer Contractor to perform work on side sewers within the public right-of-way and on private property in order to protect the sewer system from defective workmanship and materials, and to insure that the construction standards and regulations of the City are followed.														
<b>13.05.030 Violation:</b> It is a violation of the RMC for any person to make any connection to any public sewer, or to construct, alter, or repair any private sewer unless the person is an active contractor on the side sewers contractor roster, provided that a homeowner, who is not a contractor by trade, may make repairs to his./her side sewer if the repair is totally within the property of the homeowner See <a href="#">Side Sewer Contractor Registration</a> and <a href="#">Approved Side Sewer Contractor Roster</a> list.														

<b>4</b>	<b>Permit Application</b>
<p>The applicant begins by completing an application for a Side Sewer Permit. Applications and forms are available at <a href="http://www.redmond.gov">www.redmond.gov</a>. They are also available from the Development Services Center (DSC), located on the 2<sup>nd</sup> floor of Redmond City Hall at 15670 NE 85<sup>th</sup> St., (206)-556-2876. The application includes the following information;</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Property Address</li> <li><input type="checkbox"/> Project Name (if applicable)</li> <li><input type="checkbox"/> Applicant</li> <li><input type="checkbox"/> Owner</li> <li><input type="checkbox"/> Contact Person</li> <li><input type="checkbox"/> Licensed Side Sewer Contractor (must be on the City “Approved Side Sewer Contractor Roster”)</li> <li><input type="checkbox"/> Legal Description (If short plat, list plat plus lot #; if subdivision, list name, block &amp; lot #; if unplatted attach a complete legal description)</li> <li><input type="checkbox"/> Full description of the proposed work or activity.  <i>*Note: that the scope of your permit will not be extended beyond that which is described in your application.</i></li> <li><input type="checkbox"/> King County Sewer Use Certification Form (required for all new connections)</li> </ul>	
<b>5</b>	<b>Prepare a Site Plan</b>
<p>Sanitary sewer plan showing the proposed work. At a minimum the plan must include the following:</p> <p>If the side sewer work is associated with a building permit, provide an approved building permit site plan.</p> <ol style="list-style-type: none"> <li>1. Locations of other utilities, including water, franchise utilities, etc.</li> <li>2. Locations of existing property lines and easements that affect the work.</li> <li>3. Footprints of existing or planned structures affecting the work</li> <li>4. Locations and pipe inverts of existing City sewer mains adjacent to the work.</li> <li>5. Location of proposed repair or alignment of new installation</li> <li>6. Pipe material, diameter, Slope and invert elevations for all proposed sewer mains and side sewers.</li> <li>7. Locations and details for proposed clean-outs and manholes</li> <li>8. References to City Standards and Details , where appropriate</li> <li>9. Appropriate hydraulics calculation, if request by the City of Redmond</li> <li>10. Easement(s) for work involving a new main extension on private property: (as required- access across another private property and or joint use between two or more properties using common pipes). This easement is granted to Owner by Owner(s) of adjacent property as recorded at King County Auditor’s office</li> <li>11. Easement(s) for Temporary Construction ( if required)</li> </ol> <p>The City <a href="#">Standard Specifications &amp; Details</a> provide guidelines for design criteria to be used in preparing the sewer plan outlined above. In particular, there are details of acceptable pipe materials</p>	

for use in the City and details for clean-outs. The document is available for review on the City of Redmond webpage under the [Document Library](#).

## 6 Fees

A permit fee will be charged based on the scope of work stated in the application. The fee must be paid prior to the permit being issued.

<a href="#">Side Sewer Connection Charges</a>	The cost of an in-City Side Sewer Permit includes a general connection charge that is based on the number of units or water meter size and type of use, and an inspection fee.
Side Sewer Inspection Fee	\$422.50
Side Sewer Repair Fee	\$422.50
Side Sewer Termination (Cut & Cap) Fee	\$422.50
Site Construction Permit Fee – Based on the scope of work	<a href="#">Development Engineering Division Fees</a>
Reimbursement Agreements (Late Comers) Fee	Any approved reimbursement fees associated with a parcel must be paid in full prior to sale of side sewer permits and/or prior to plat/short plat recording.

## 7 Permit Issuance and Inspection

You will be contacted when your side sewer permit and plans are approved. Once the fees are paid, you can pick up your permit & approved plans at the Development Services Center with a blank USB drive or you can log into the [E-Track Portal](#) and you can print your permit and approved plans. A field Precon may be required by the City inspector.

A Side Sewer Permit requires an inspection and testing of the side sewer and the abandonment of the old septic tank and drainfield prior to trench backfill to review the completed installation or repair of the pipe and witness a pressure test of the system.

Schedule Inspection :

**Request an inspection.** See the [E-Track Portal](#) page to schedule an inspection online or call 425-556-2435 and use the IVR Pin # on the permit to request an inspection.

## 8 Term of Permit

No permit issued under this chapter shall be valid for a longer period than ninety days (90) unless extended or renewed by the City Engineer upon application therefor prior to the expiration. Failure to renew the permit prior to expiration thereof shall require the payment of a new permit fee.

## 9 Guidelines for Preparing a Side Sewer As-Built

Side Sewer As-Built Template: The Development Engineering Division will provide a Side Sewer As-Built card at the time the permit is issued, and on which the as-built construction is typically drafted by the permit holder.

This template shall include:

- Area of Repair
- Existing side sewer and mainline infrastructure
- Property Lines
- Site address
- Building outlines
- Edge of Pavement (within the ROW only)
- North Arrow
- Require triangulation measurements & coordinates

*Note:* It is the responsibility of the permit holder to verify actual locations of all utilities, whether or not noted on the template.

#### **10    Approved Materials for Side Sewer**

All Materials, equipment and construction techniques shall meet with the approval and pass all requirements of the City Engineer. The materials listed below conform to these standards.

- Gasketed Sewer Grade PVC pipe, SDR35-ASTM 3034
- Carson Clean Out Box (stamped "Sewer" on lid)
- Pea Rock Bedding or per WSDOT Specifications
- Strong back couplings shall be used for connections to existing stubs in right-of-way , per City of Redmond Standard Specification & Details 7-08.3 (2) I

A Side Sewer Permit requires an inspection prior to trench backfill to review the completed installation or repair of the pipe and witness a pressure test of the system.

Schedule Inspection :

**Request an inspection.** See the [E-Track Portal](#) page to schedule an inspection online or call (425)-556-2435 and use the pin number on the permit to request an inspection.

<b>11</b>	<b>Side Sewer Design Requirements</b>
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**Size and Slope**

Side sewer stubs shall be 6" in diameter and extend to the property or easement line. The minimum side sewer slope is 2%. When the slope is greater than 2% show the invert elevation at the property line.

**Finished Floor Elevations**

Show the minimum finished floor elevations on all lots where gravity service is in question. The minimum finished floor must be 5.0 feet above the side sewer invert at the property line and may be greater depending on the distance to the structure.

**Tee Locations**

Side Sewer tees extend from the public mainlines. Connection at a manhole is not preferred and will not be accepted without prior approval.

**Branch Configurations**

6" side sewers connect to 8" or larger manliness with a tee. Wye connections may only be used on 6" to 6" connections or 4" to 6" connections.

**Double Services**

Double services for single family residence are to be wyed within the lots being served. The maximum allowable differential between the floor elevations of the residences is two feet. A joint use side sewer easement is required.

**Service to Properties**

Side sewer stubs shall be provided for all platted lots. Stubs to unplatted land will be provided as required by the Water/Wastewater Division Engineer. Multiple side sewers shall not be used in lieu of extending a sewer main, Side sewers shall generally be perpendicular to the street centerline.

**Side Sewer Location**

Locate side sewers on platted lot to be serves and run directly from the building to the sewer main, Side sewers on adjacent lots shall not be installed in a common trench.

**Side Sewer Length**

Side sewer shall be a maximum of 150ft in length unless otherwise approved.

**Cleanouts**

Provide a cleanout at every bend and at every 100-foot increment.

**Backwater valves**

Install backwater valve on all side sewers where the finish floor elevation of the building is lower than the invert elevation of the upstream manhole.

## 12 Site Construction Permit

Submit Application Form: [General Application](#)

Submit Side Sewer Permit Application: [Side Sewer Application](#)

### **Site Plan**

- ☐ Sidewalk locations
- ☐ Existing and proposed driveways, intersections and channelization
- ☐ Existing and proposed roadway improvements including sidewalks, curb/gutter, tapers, streetlights and trees,
- ☐ Existing right-of-way and easements
- ☐ Location and sizes of water facilities including water meters and side sewers
- ☐ Location and size of sanitary sewer facilities
- ☐ Location and size of storm water facilities
- ☐ Location of power, power poles, gas, telephone and cable
- ☐ Location of fire hydrants
- ☐ Location of vaults
- ☐ Location of junction boxes
- ☐ Location of underground duct runs

### **Traffic Control Plan (TCP)**

- ☐ Traffic Control Plans (TCP) shall be submitted for approval with the Site Permit Application.
- ☐ Signs, cones, barricades and all other traffic control devices to control the work area shall be used in accordance with the latest version of the "Manual on Uniform Traffic Control Devices for streets and highways (MUTCD), Part IV".
- ☐ Vehicle and pedestrian access to properties shall be maintained at all times and coordinated with the affected property owners
- ☐ Permits will only be issued after the Traffic Operations Department has approved the Traffic Control Plan.

### **Submittal Documents**

- ☐ General Application
- ☐ Site Plan
- ☐ Traffic Control Plan (TCP)
- ☐ Completed construction cost estimate for work for in ROW
- ☐ Original final easement documentations with signatures and payments ready for King County recording (if required)

**Electronic Submittal Requirements:**

Electronic Plans shall meet the submittal requirements listed below. Incomplete applications will require revision and resubmittal.

1. All documents must be submitted in a PDF format.
2. All site plans must be drawn to scale with the scale clearly indicated on each page
3. The site plans must be in landscape format.
4. The required submittal documents must be named as follows: **BOLDED**

- ☐ **Application\_Year\_MM\_DD.pdf**
- ☐ **Site Plan\_Year\_MM\_DD.pdf**
- ☐ **Traffic Control Plan\_Year\_MM\_DD.pdf**
- ☐ **Easement(s)\_Year\_MM\_DD.pdf**

Additional documentation such as calculations, reports, photos, etc. should be named according to their content.

**Submit the application and all supporting documents to;**

[DevelopmentEngineering@redmond.gov](mailto:DevelopmentEngineering@redmond.gov) or City of Redmond  
Development Engineering & Construction, 2SPL  
15670 NE 85<sup>th</sup> Street  
Redmond, WA 98052

**After Submittal**

Upon review of your application and submittal documents a Performance Bond may be required. Your completed application including all supporting documents will be reviewed by City Staff.

**Approval**

You will be contacted when your permit and plans are approved. You can pick up your permit & approved plans at the Development Services Center with a blank USB drive or you can log into the [E-Track Portal](#) and you can print your permit and approved plans.

To track information associated to your permits or inspections, go to the [E-Track Portal](#).

For further questions, call 425-556-2876 or email [DevelopmentEngineering@redmond.gov](mailto:DevelopmentEngineering@redmond.gov)

13 References	
<a href="#">Side Sewer Permit Process</a>	<a href="#">Side Sewer Application</a> <a href="#">Side Sewer Termination Application</a> <a href="#">King Co Non-Residential Sewer Use Certification</a> <a href="#">King Co Residential Sewer Use Certification</a>



<a href="#"><u>Redmond Municipal Code, Title 13</u></a>	
<a href="#"><u>City of Redmond Standard Specifications and Details</u></a>	<a href="#"><u>2016 Sewer - Standard Detail Section 8</u></a>
<a href="#"><u>Water and Wastewater Design Requirements</u></a>	
<a href="#"><u>Permit Fees A-Z</u></a>	
<a href="#"><u>Side Sewer Contractor Registration</u></a>	<a href="#"><u>Side Sewer Roster Application;</u></a> <a href="#"><u>Active Side Sewer Contractor List</u></a>
<a href="#"><u>Site Construction Permit Process</u></a>	
<a href="#"><u>King County Wastewater Capacity Charge</u></a>	
<a href="#"><u>E-Track Portal</u></a>	<a href="#"><u>How to Register/Log on</u></a>